



ASSOCIATE CONSULTANT

Job Description

Candidates fresh out of college and with limited experience are encouraged to apply.

Avero Advisors (www.averoadvisors.com) supports clients' needs in leading technology areas such as enterprise resource planning, IT strategic planning, cyber security, networking, geographical information systems, and document management. With a strong focus on customer service and continuous improvement, the staff and management of Avero are committed to supporting our clients' needs with technology solutions that work.

Avero Advisors (www.averoadvisors.com) is seeking a qualified analyst with entry to mid-level experience and skills to assess and develop requirements in support of the development, enhancement, and implementation of technology solutions. The candidate should be a quick learner and be ready to accept new challenges and responsibilities in a fast-paced environment.

The candidate will be required to develop detailed business requirements for software implementation projects and deliver "As-Is" and "To-Be" business process model and notation documentation, including detailed workflow diagrams. Requirements will be used to assure effective software selection, configuration, implementation, and testing. A successful candidate will have the demonstrated ability to map requirements to a phased implementation schedule.

Business Process Analysis is the activity of reviewing existing business processes, operations, and organizational construct, identifying gaps, and recommending alternative staffing, process, technology workflows that increase efficiencies of service delivery, improve customer service and improve quality of service in a sustainable way.

The candidate must be comfortable working with both stand-alone projects to meet pre-stated specific objectives, and as a member of the current leadership/management team to proactively partner with departments to support their efforts to improve efficiencies & effectiveness of operations. Candidates fresh out of college and with limited experience are encouraged to apply.

The Business Process Analyst:

- Works with client agencies and provides advice, consultation, and technical assistance throughout project implementation. Provides on-going quality customer service.
- Conducts in-depth analysis of client systems, operations, and procedures. Works with client users to define detailed business requirements and resolve problems. Assists with the translation of client requirements into highly specified system design documents. Works with vendors to coordinate system design and implementation requirements.



- Assesses business opportunities, defines problems and identifies business solutions. Develops the needs assessment and requirements analysis. Evaluates various software and hardware systems. Identifies new technology to provide successful solutions to problems and to increase effective operations.
- Assists in the analysis and evaluation of the feasibility and suitability of information technology projects. Ability to establish and maintain effective working relationships. Ability to communicate effectively in both written and verbal forms. Ability to develop requirements, design and other life cycle documents. Ability to create precise and effective technical documentation.
- Develops Business Requirements Document, along with other required project documentation.
- Produces documentation that will be used by various audiences, including but not limited to design documents for each application being reviewed that will include business requirements. Assists Systems Analyst and developers with functional specifications, test plans and scripts.
- Possesses knowledge of the principles and practices of planning, developing, implementing, and maintaining computer information systems.
- Possesses knowledge of business operations, processes, and procedures. Knowledge methods and techniques utilized to analyze and evaluate business operations.
- Exhibits excellent oral and written communication skills with internal and external clients and vendors.
- Graduation from an accredited college or university with a bachelor's degree in Business, Computer Science, or a related field.

Job Type: Full-time

Salary: \$40K-\$50k/year (Based on experience)

How to Apply:

Email your resume along with the below information to info@averoadvisors.com

- How many years of Consultant/Business process Analysis experience do you have, if any?
- What is the highest level of education you have completed?
- Why are you interested in this job?